



COUNTY OF LOS ANGELES

CHIEF INFORMATION OFFICE

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December 15, 2004

To: Supervisor Gloria Molina, Chair
Supervisor Michael D. Antonovich, Chair Pro Tem
Supervisor Yvonne B. Burke
Supervisor Zev Yaroslavsky
Supervisor Don Knabe

From: Jon W. Fullinwider
Chief Information Officer

STATUS ON RECOMMENDATION CONCERNING E-DOCUMENTING PROJECTS

This memo is in response to your Board's motion of August 6, 2002, instructing my office, together with the Director of Personnel and the Registrar-Recorder/County Clerk, to review various ongoing e-documenting/electronic document management system (EDMS) projects that might be used as a model(s) demonstrating opportunities for improved efficiency within the County, and to report back to you with recommendations.

In addition, there was a related Board motion on February 18, 2003, instructing the Chief Administrative Officer (CAO) to report back with an overall plan for maintaining and preserving County records and archives, including cost estimates. As a result of that directive, the CAO issued a four-part survey to all County departments/agencies requesting, in part, information on Records Storage and Electronic Transmission. At a subsequent meeting with the CAO, this office agreed to include in our analysis the component of the February 18, 2003 motion that related to digitized formatting of County records and distribution methods for interdepartmental correspondence, since there were many issues that were common to both efforts.

CURRENT STATUS

As directed in the August 6, 2002 motion, a number of implementations and pending projects have been identified as models for efficiency within the County for use of these technologies, including for example, the Suspected Child Abuse Reporting System (SCARS). This project involves the Department of Children and Family Services (DCFS), the Sheriff, the District Attorney and virtually all local non-County law enforcement agencies, and will completely automate the electronic transmission of

information relating to suspected child abuse between DCFS and law enforcement, as required under California law. Currently this information is communicated in hard copy or by fax, with little or no controls in place to ensure the information is being acted upon, presenting itself as a very strong candidate for the further implementation of these technologies. Some funding for this project has already been identified through the Information Technology Fund (ITF).

In response to the February 18, 2003 motion, my office continues to work closely with the CAO on their records management and electronic transmission initiative, and as a component of our final report, will address the issues relating to digitized formatting of County records and distribution methods for interdepartmental correspondence. Our analysis will be incorporated into the CAO's final report to your Board relative to that motion.

We anticipate completing work on our initiative within the next 60 to 90 days, which will include a final report on our findings and recommendations, together with presentations to Department Heads and IT Managers. My office will continue to provide your Board with status reports at 60-day intervals until our final report is issued. If you have questions or require additional information, please contact me at (213) 974-2008, or in my absence, Jonathan Williams at (213) 974-2080.

JWF:EB:ygd

c: Michael J. Henry, Director, DHR
Conny McCormack, Registrar-Recorder/County Clerk
Susan Toy Stern, Chief Deputy, DHR
Raoul Freeman, Chair, Information Systems Commission